											_						
REQUEST FOR PERSONNEL ACTION/INTERI				/I PROFILE			Enter Transaction Effective Date:						of Jurisdiction? er County of Residence				
NEW JERSEY DEPARTMENT OF PERSONNEL • Human Resource			Information Services			-		/	/	_ /		YES NO			-SIGGI IUG		
SECTION A — EMPLOYEE IDENTIFICATION AND TITLE DATA																	
Emplo	yee's Name (Last, First, Middle Initial)	Jurisdictio	risdiction/Dept. Code Juriso			tion							Departme				
Title				Title Code Div.				Weekly	SECT	SECTION B - SALARY DATA							
							Part Time Work Hours		Current	Current Base Salary Rate Per		ite Per/Pay I	Pay Freq. Salary Range				
SEC	FION C - TRANSACTION REQUESTED/APF	e entries i	tries in shaded areas)  Resident of Jurisdiction?  YES						NO (If No, enter municipality and county of residence)								
PERMANENT APPOINTMENT:				I —						TE							
□ 101 □ From Open Competitive Cert. dated/			I —	LEAVE OF ABSENCE (						☐ TERMINATION OF EMPLOYEE SERVICES: ☐ 391 ☐ Terminated (Use for employees without permanent star						,	
□136	☐ From Promotional Cert. dated/			a. Pay Status: With Pay				ut Pay		☐ 347 ☐ Resigned ☐ Not in good							
□135 □102	From NJAC 4A:4-2.7 dated / / To Non-Competitive Division Position		b. Duration: months, c. Leave Expiration Date:				days			410   Retired   425   Deceased							
□105 □ From Special Reemployment Cert. dated/			with w/out d. Type				e of Leave: ar (give reason in Section H)			☐ 425 ☐ Deceased ☐ 181 ☐ Laid Off ☐ 394 ☐ Removed at end of work test period* ☐ 395 ☐ Removal resulting from unauthorized absence (DPF-31 A&B Requi							
☐ ☐ ☐ From Regular Reemployment Cert. dated															equired)		
☐531 ☐ Return to Permanent Title from Previous PA, TA, UA Status			□ 150	☐ 150 ☐ 160 ☐ Sick/D☐ 151 ☐ 161 ☐ Educa				_eave		ls employee being appointed to another position?						,qu0u)	
□ 530 □ Lateral Title Change_Retain Permanent Status □ 616 □ Lateral Displacement - Layoff			☐ 151 ☐ 172							☐ YES ☐ NO  (If Yes, give Title and Department in Section H and Submit Separate Appointment) *See Notice & Appeal Rights on Reverse Side							
☐119 Regular Appointment Recorded conditionally			☐ 153 ☐ 163 ☐ Militar				eave										
	PROVISIONAL APPOINTMENT:		☐ 166 ☐ 158	□ 167 □ 168		Elective   Extensio	office			DEPARTME	NTAL	TRAN	SFER:				
□ 107 □ Pending Open Competitive Examination □ 108 □ Pending Promotional Procedures □ NJAC 4A:4-1.5 O/C Certification dated □ NJAC 4A:4-1.5 Promotion Certification dated □ Lateral Title Change □ Qualifying Examination □ 176 Appointment Disapproved - O/C □ 177 Appointment Disapproved - Promotion □ 117 Provisional Appointment recorded pending review				RETURN FROM LEAVE OF ABSENCE:  224 From Regular Leave 220 From Sick Leave/Disability Leave						☐ 589 ☐ Individual Transfer — Permanent Employee ☐ 591 ☐ Organizational Transfer — Provisional Employee ☐ 592 ☐ Organizational Transfer — Permanent Employee ☐ 593 ☐ Organizational Transfer — Temporary Employee							
				☐ 221 ☐ From Education Leave ☐ 225 ☐ From Layoff Leave ☐ 223 ☐ From Military Leave						□ 594 □ Organizational Transfer — Unclassified Employee NOTE: Unless voluntary or an emergency, 30 days prior notice to Employee required.							
	Pending Specification - Tentative Title		□ 226	☐ From E	lective O	Office				7.554.654.04							
	TEMPORARY/EMERGENCY APPOINT	MENT	1 🗆 🐧	CHANGE	E IN W	ORK TI	ME STAT	JS:	-	DEMOTION							
□603								ent Employee		] 173 ☐ Tempora	ry - Al	ternative	to Layor	f			
□604	□ 603 □ 6 months or less-aggregate     □ 604 □ 30 work days or less—emergency     □ 171 □ Interim—Replacing			☐ 156 ☐ From Part Time to Full Time — Permanent Employee ☐ 157 ☐ From Full Time to Part Time — Provisional Employee						☐ 526 ☐ RESULT OF LAYOFF ☐ 529 ☐ Voluntary (Explain in Section H) ☐ Demotion result of Disciplinary Action (Check a or b)							
☐ 171 ☐ Interim—Replacing ☐ 605 ☐ 12 months or less—Grant Program		159 From Part Time to Full Time — Provisional Employee						Demotion result of Disciplinary Action (Check a or b)  a. Temporary:months,days.									
<u></u> 535	Temporary Appointment recorded pending review		$\perp$	DISCIPL	_INAR\	Y ACTIO	ON: DPF-3	1 A & B may be		J21 a. □ 1	empo Perma	nary: anent: Eff	_monus ective _	s,c	_/		
□525				required (See Notice & Appeal Rights on Reverse side)													-
	(If checked above, give Citation NJSA)  178 Unclassified Appointment Disapproved		□ 542 □ Suspension:months (from / / to							☐ Duties Classified or Correct Title is:							
□178	Unclassified Appointment Disapproved		<b>□</b> 543							Title:							
SALARY CHANGE			□545	□543 □ Fine: □Working til													
G000 GSALARY DISAPPROVED (See Section H for reason)				,	Money: \$			<u>' '</u>	$\vdash$					Title Co	ae:		
☐ 601 ☐ Above Max. Below Min.				□ Demot	tion (if ch	necked, co	complete Demotion Block in column at right)			SECTION H — EXPLANATIONS (Attach separate sheet if more space is required)							
	FOR N.J.D.P. USE:						nt for disciplir nt during wor	ary reasons					·		•		
	Granted RAR status			☐ Deinete	atad bu N	Annit Cunta	un Daard Da	inian / /									
<u></u> 538	Appointment recorded temporarily pending demotion		☐ 116 ☐ 532				em Board Ded Title following		-								
SECT	ON D - CERTIFICATIONS AND SIGNATURE	ES .		demoti	ion effect	tive	/ /	_	RE	EMARKS 192							4
1. EMPLOYEE: I certify that the action requested (except for disciplinary action) has my approval.								. DEPARTMENT HEAD		4. ASSEN			TING DEPARTMENT HEAD				
										,			n Transfers only)				
							Signature		Signature								
	INTING AUTHORITY: I certify that this action is consistent vinted has met all requirements of the position as specified it						N.J.D.P. APPROVA	ALS	PAT Prepared			Form Receipt Date					
legally established in accordance with ordinance or resolution.			on, and that this position has been				Signature						Date				
Signature																	
	<ul> <li>(Appointing Authority or Authorized Agent)</li> </ul>	(Date)		(Title)	)			Final Approval Signature	=				Final Appro	oval Date			

## **APPEALS**

11A:2-13 Opportunity for appointing authority hearing. Before any disciplinary action in subsection a.(1), (2) and (3) of N.J.S. 11A:2-6 (removal or, a suspension or a fine greater than 5 days, 15 days or more in any one calendar year or more than three suspensions or fines in a calendar year) is taken against a permanent employee in the career service or a person serving a working test period, the employee shall be notified in writing and shall have the opportunity for a hearing before the appointing authority or its designated representative. The hearing shall be held within 30 days of the notice of disciplinary action unless waived by the employee. Both parties may consent to an adjournment to a later date.

This section shall not prohibit the immediate suspension of an employee without a hearing if the appointing authority determines that the employee is unfit for duty or is a hazard to any person if allowed to remain on the job or that immediate suspension is necessary to maintain safety, health, order or effective direction of public services. In addition, where a suspension is based on a formal charge of a crime of the first, second or third degree, or a crime of the fourth degree if committed on the job or directly related to the job, the suspension may be immediate and continue until a disposition of the charge. The board shall establish, by rule, procedures for hearings and suspensions with or without pay.

11A:2-14 Notice to employee of right to appeal. Within 20 days of the hearing provided in N.J.S.11A: 2-13, the appointing authority shall make a final disposition of the charges against the employee and shall furnish the employee with written notice. If the appointing authority determines that the employee is to be removed, demoted or receive a suspension or a fine greater than five days, the employee shall have a right to appeal to the board. The suspension or fine of an employee for five days or less shall be appealable if an employee's aggregate number of days of suspended or fined in any one calendar year is 15 days or more. Where an employee receives more than three suspensions or fines of five or less days in a calendar year, the last suspension or fine is appealable.

**11A: 2-15** Appeal procedure. Any appeal from adverse actions specified in N.J.S. 11A: 2-13 and subsection a. (4) of N.J.S. 11A: 2-6 shall be made in writing to the board no later than 20 days from receipt of the final written determination of the appointing authority. If the appointing authority fails to provide a written determination, an appeal may be directly to the board within a reasonable time.

		FOR PERSONNEL USE O	NLY • DO NOT MAKE ANY	ENTRIES	BELOW				
		ADDITIONAL HIS	STORY						
Effective Date	Status	Title		Division	Remarks				
CTATUS OF	. A\/AII A D	I E I I I I I I I I							
STATUS OF AVAILABLE LISTS:  NO LIST EXISTS SPECIAL REEMPLOYMENT LIST REGULAR REEMPLOYMENT LIST									
			/ /		e 🗌 Incomplete 🔲 Incomplete Rejected				
☐ PROM L	IST: Symb	ol: Bxpiration Da	nte: / /	Complete	e $\square$ Incomplete $\square$ Incomplete Rejected				
□ NO APPROPRIATE LIST									
☐ APPROF	PRIATE LI	ST EXISTS Certify as appropriate for	m □ O/C □ P	ROMOTIO	N ☐ SRL ☐ RRL				
Title Symbol Expiration Date: / /									
INFORMAT	ION VERII	FIED BY		Date					
136	EXAM G	ENERATION SECTION							
CODE	Announ	ce O/C Exam open to							
☐ Jurisidi	ction Only								
☐ Other									
		☐ PAT Prepared							